

MPH Capstone-ILE Mentor-Mentee Agreement

What is the Capstone-ILE Project?

The Capstone-Integrative Learning Experience (C-ILE) Project is the final component of the Master of Public Health (MPH) curriculum in the Jefferson College of Population Health (JCPH) at Thomas Jefferson University.

What are the outcomes of the C-ILE Project?

The C-ILE Project can take a variety of forms. For example, students can conduct a rapid systematic review of the literature, create an educational tool, develop a website that addresses a public health issue, support a research endeavor (by working on a research team and generating a manuscript, white paper, or report to the PI), or conduct a small-scale research project. The C-ILE Project must be approved by the student's C-ILE course instructor and JCPH C-ILE mentor. Students may work with secondary mentors from outside of the College with instructor and primary mentor approval.

The C-ILE Project has three tangible deliverables:

1. **Comprehensive Manuscript:** This should be a scholarly manuscript of publishable quality that describes the project. Like the project itself the manuscript can take many forms, but the manuscript must include:
 - a. An abstract and lay summary
 - b. Background and significance
 - c. Methods or process plan
 - d. Results or outcome
 - e. Discussion and conclusion
 - f. References and appendices (including a list of attained public health competencies)
2. **Oral Presentation:** This is a professional oral PowerPoint presentation (flash talk). The goal of the presentation is to introduce the audience to the student's work. The student's presentation is reviewed by a committee consisting of JCPH faculty, alumni, or public health professionals.
3. **Poster Presentation:** This is a professional poster developed to expand on the oral presentation. C-ILE Mentor and Mentee Responsibilities

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The C-ILE Mentor is expected to:

1. Assist in the development of the C-ILE Proposal and execution of the C-ILE Project. The C-ILE Mentor guides the student in the development of the project design and methodology (or process, if not research), and in the preparation of the written C-ILE Manuscript (including illustrations, graphics, tables, etc.). Mentors are expected to have 4-10 meetings with their mentees. These meetings may occur via telephone, online, or in-person.
2. Assist the student in obtaining necessary approvals (IRB or community approvals) and connect the student to resources or experts as needed. *NOTE: If IRB approval is needed, the mentor may need to serve as the PI of record.*
3. Provide feedback on C-ILE draft documents and deliverables.
4. Establish additional guidelines for the relationship, as needed.
5. Engage in a conversation about what constitutes authorship with the mentee if there is a plan for publication associated with the work.

The C-ILE Mentee is expected to:

1. Be responsible for keeping the project moving forward. This includes:
 - a. Generating a feasible timeline to be approved by their mentor(s).
 - b. Scheduling meetings with their mentor(s), as needed, and coming to the meetings on-time, with a prepared agenda and progress report.
 - c. Facilitating communication between C-ILE Committee members, as needed.
2. Develop all the deliverables according to the timeline.
3. Establish how long in advance their mentor(s) need(s) drafts of deliverables in order to provide feedback or approvals.
4. Utilize available resources (e.g. librarian, writing center staff, and peer editors).
5. Respect the mentor's time by establishing the best approach to communication, respecting deadlines, requesting meetings well in advance, and avoiding last minute requests for feedback. Additionally, finding out how the mentor prefers to receive information and field questions (e.g. weekly updates, monthly meetings).
6. Communicate effectively in compliance with the mentor's expectations.
7. Review this document with the mentor(s).
8. Identify public health competencies that the project addresses.
9. Engage in a conversation about what constitutes authorship with the mentor if there is a plan for publication associated with the work.



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To be completed by Mentor:

I have read the C-ILE Mentor-Mentee agreement form, reviewed it with

_____ (Student Name), and agree to serve as their

C-ILE Mentor.

Signature: _____

Date: _____

Mentor Name (print): _____

Professional Affiliation: _____

Email: _____